

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Tax Policy Analyst
Position Number: 58108374
Division: Tax Policy and Research
Band/Salary: 6/7/\$20.32 – 26.67/hour DOQ
*Training Assignment salary would be 5% less DOQ
Status: Permanent Full Time
Location: Helena
Union: No
Supplement: No
Resume: Yes (optional)
Transcripts: Yes (optional)
Closing Date: March 27, 2009

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as a Tax Policy Analyst, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires project management skills and the ability to communicate effectively and respectfully with co-workers. If your strength is managing projects and you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

The successful applicant will be required to join the "Voluntary Employees' Beneficiary Association" (VEBA). The Montana VEBA HRA is a pre-retirement and post-retirement health reimbursement plan.

Incumbents are responsible for tax policy analysis, general economic research and analysis, and preparing major departmental tax reports. Work ranges from analyzing and providing relevant implications and impacts for state tax policy stemming from changes in federal tax policy, and maintaining critical databases and simulation models requisite to achieving department/legislative goals; to developing tax policy and revenue proposals that address executive program objectives. This includes providing expert testimony on selected tax policy issues. Primary contacts are with department leadership, federal and state agency representatives, Governor's Budget Office, Office of Legal Affairs staff, legislators, legislative staff, business and professional organizations, and local government representatives.

This position is responsible for general and wide-ranging research and analysis relating to taxation issues. Job duties and work responsibilities may include, but are not limited to: developing statistical and econometric models, methodologies, and other approaches for use in analyzing a variety of tax compliance-related issues including measuring the "tax gap" associated with specific taxes or industries; developing expected-value approaches to selecting audit and collections candidates; and general industry analyses using data mining and other techniques to discover potential industry-specific patterns of non-compliance; development and maintenance of major databases used in the analyses of sales, income, property, and all other taxes or special revenues; estimation of the economic and fiscal impact of a wide variety of proposed state and federal tax legislation or changes to current law taxes and tax structure; participation in the development of tax-related legislation; gathering and dissemination of relevant data for analyses and reporting purposes; development of strategic policies and plans; preparation of responses to miscellaneous surveys, taxpayer inquiries; etc.

The holder of this position should have a sound understanding and basic knowledge of economic principles, including the relationship between tax policy and economic development; the interrelationships between federal, state, and local systems of taxation in Montana; the fundamental principles of tax fairness, including benefit and ability-to-pay principles; the general nature and character of income, property, and sales taxation; and the concepts of tax incidence and tax burden. Skills in the use of mid-tier and personal computers are requisite for this position. This position also requires experience in SAS computer programming for personal computers, and familiarity with personal computer software, including WINDOWS, EXCEL and WORD. Power Point or other graphics packages, or similar software often is essential to the successful completion of work projects in this position. The holder of this position must have the ability to independently analyze the nature of work projects assigned, determine the appropriate model or analytical approach to completing the work project, gather all information necessary to complete the project, and present the conclusions or results of the projects and studies in a clear and concise manner. The ability to write comprehensive reports in a coherent manner and at levels intended for a wide variety of audiences is essential to this position. The holder of this position should also be able to demonstrate effective oral presentation skills, and be able to work effectively with other staff members in a small team environment.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a master's degree in economics, statistics, public finance, or closely related field. Other combinations of education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$40,000.00 / yr is:

Wages:	\$40,000.00
Benefits:	\$ 7,512.00
Retirement:	\$ 2,760.00

Total Average Wage Package \$50,272.00

Application Process and Deadlines

- This job announcement and the Montana State Application form can be found on the Internet at <http://mt.gov/statejobs/statejobs.asp>.
- All application materials must be received by 12:00 A.M. (midnight) on the closing date.
- Application materials may be submitted by sending directly to:
Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604
- Applications can be taken to any Montana Job Service Office and must be date stamped by the closing date, or
- You can fax your application to the Human Resource Office at 406-444-6998. If you fax your application, you will need to call 406-444-9858 to verify all pages are legible
- **Late, unsigned or incomplete applications will not be considered.**

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at <http://mt.gov/statejobs/statejobs.asp>.
2. Resume (optional)
3. Transcripts (optional)
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.